

FAIRFIELD INDEPENDENT HOSPITAL

JOB DESCRIPTION

JOB TITLE:	Information & Performance Analyst
DEPARTMENT:	Information and Performance
GRADE:	C
HOURS:	37.5 per week
CONTRACT:	Permanent
RESPONSIBLE TO:	Marketing and Information Analyst
ACCOUNTABLE TO:	Head of Information

Job Summary

To be a provider of support in the information and analytical services. To assist on the provision of core information requirements to support the organisation's performance and clinical objectives. To liaise with users of information to resolve problems, provide innovative ways of presenting information and develop new analyses to inform the Hospital's decision making.

Role & Responsibilities

1) Information service

- i Provision of both analytical and reporting requirements.
- ii Provide a dedicated analytical service and develop a working knowledge of the services, utilising acquired knowledge of operational business and advising on information requirements and new measurements where appropriate
- iii Develop new and different uses of information resources through investigative analysis and frequent liaison with clinical and managerial teams.

- iv To provide timely and accurate monthly and clinical sub-speciality level data to enable the Hospital's performance management framework to be implemented using central and local data sources as required
- v To scrutinise data at Hospital, speciality and consultant level and proactively report on changes in trends or patterns, particularly focusing on defined key performance indicators.
- vi To suggest new ways of presenting and commenting on data to make it accessible and useful to all relevant members of the Hospital.
- vii To gain a working knowledge of the Hospital's systems as required.
- viii To support corporate work-streams, such as all aspects of NHS compliance for example CQUIN, performance monitoring and the Referral to Treatment (RTT) programme.
- ix To provide analytical and reporting support with regards to Contract Monitoring data.

2) Corporate role

- i To provide complex and routine ad hoc data analyses and reports on request to the various members of the Hospital
- ii Manages own workload to agreed timetables and plans core Corporate tasks with colleagues
- iii To support the department's role by supporting users in resolving day to day issues with IT related tasks including problems with printers and other devices
- iv Works with line manager in facilitating the expansion of the Hospital's use of clinical and benchmarking data
- v To be aware of relevant information related policies and data set changes and communicate issues to a wide audience

3) Liaison role

- i Challenges both Clinical staff and managers in the development and interpretation of performance indicators in support of performance management
- ii Provides commentary and detailed information where required for Clinical staff and Managers to increase the level of understanding of performance indicators and how they can be used efficiently to manage performance
- iii Advises on information and data analysis required to improve data recording processes where data quality issues are causing issues and take action on performance processes
- iv Advises managers and clinicians on internal and external benchmarking information in order to identify targets and standards to monitor and support improvement of performance
- v Work with line manager and managers to identify new information reporting needs and further develop technical skills to add value

4) Other responsibilities

- i To become competent in fulfilling the Hospital's various regular internal reporting responsibilities
- ii To assist with regular reporting and statutory returns to external bodies such as the NHS Digital and PHIN and handle queries from external bodies arising from these reports
- iii To provide support with general IT administration including assisting users with IT problems and the management of the security systems including managing passwords and file accesses.
- iv To assist with monthly and ad-hoc internal communications using written and verbal communication.
- v To participate when required with various IT projects.

The above list is not exhaustive but reflects main duties of the post. It will be reviewed annually to respond to the changing needs of the service, in consultation with the post holder.

Additional responsibilities

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

Infection Control

All staff will adhere to infection control policies and procedures at all times.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation. You are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998, GDPR 2018 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation.

All employees must act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice. All employees must read the Hospital's Equality, Diversity and Human Rights Policy.

Smoke-free Policy

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description does not form part of the Contract of Employment.

Name of Postholder:
Signature of Postholder:
Date: